

Policy and Procedure Manual	Section B 2.1
Public Policy Adult Study Room Procedures	Issued: September 20, 2004; amended January 16, 2012; amended March 22, 2018; amended April 16, 2018; amended September 21, 2020; updated January 31, 2024 Approving Authority: Administration

Adult Study Room Procedures

1. Orland Park Public Library cardholders may reserve a 2-hour study room session. Rooms may be reserved up to one week in advance.
2. Cardholders are allowed one reservation per day. Additional reservations may be granted at staff discretion depending on availability.
3. Reservations will be held for 15 minutes. After 15 minutes, the reservation will be marked as a no-show. Three no-shows in a 30-day period will result in the loss of reservation privileges for 30 days.
4. Non-residents may use rooms on a first-come, first-served basis, subject to availability, for one session per day. No reservations are permitted for non-Orland Park Public Library cardholders.
5. When a session expires, the individual or group may remain in their room until a new individual or group reserves the room.
6. Extended time may be arranged for examinations if coordinated with library staff.
7. Lights must remain on at all times.
8. No food is allowed. Covered beverages are permitted.
9. Users are asked to be mindful and refrain from activity or volume that disturbs others.
10. The person who books the room must stay in the room for the entirety of the session. Individuals and groups must remain in their assigned room, except to retrieve library materials, use the restroom, or request assistance from staff. Once a room has been assigned, no switching of rooms is permitted.

11. If a room is unoccupied for 15 minutes or longer, it will be considered vacated. After a reasonable attempt to locate the room occupants, all personal items will be taken to Lost and Found and the room will be made available to others.
12. Rooms must be vacated 15 minutes before the library closes.
13. When finished, rooms must be returned to their original condition and whiteboards erased.
14. There is no fee for study room use, however, the individual who reserves the room is responsible for the condition of the room and the behavior of those using it, and will be charged any repair costs for damage.
15. Patrons must abide by the Study Room Policy and the Patron Behavior Policy. If these policies are not followed, the library reserves the right to dismiss the group from the room and/or library or refuse use of the rooms.